



Mel Carnahan
Governor

Joseph L. Driskill
Director

June 25, 1999

Dear Workforce Development Employees:

As you are aware, there were many recommendations made by the transition team regarding the formation of the new Division of Workforce Development. The Human Resources Task Force made a recommendation that included the development of new class specifications that would require the merging of existing Employment Security program positions, and positions located in Job Development & Training, into classes that fit the mission of the new division. The new class specifications were developed by a four person team that included staff representatives from Employment Security, Job Development & Training, the Office of Administration and the Department of Economic Development. These recommendations were presented to the Personnel Advisory Board on June 8, 1999, approved, and will be effective July 1, 1999.

The consolidation of these classifications was intended to be as cost neutral as possible and cause minimal impact on the salaries of current employees. The attached chart illustrates how current employees will transition into the new division. Many employees will transition to a classification that is at the same pay range as the present classification and for these, salaries will not change. For some, the new classification will equal one pay range less. These employees will keep their current salary. Employees moving down in a pay range, will freeze until future pay range adjustments are made. Employees whose new classifications equal one or two pay ranges higher than their current classification will be moved to the new classification at their present rate of pay, unless an increase is required to get them into the new pay range.

There are positions involved in the transition that are currently used by both departments, such as Clerk Typist, Account Clerk, and Research Analyst. People in these positions will transition to the Department of Economic Development in the same class and at the same salary.

The new job descriptions will be available July 1 in their final form. They will be posted on the internet for your convenience. The internet address is www.ecodev.state.mo.us and the class specifications are under the Workforce Development system site. In addition, we are currently working on the details related to getting your name on the registers for the new classes. You will be notified in the very near future of any decisions made regarding this. Please feel free to contact the personnel office in the Department of Economic Development at (573) 751-3916 with any questions you may have.

Very truly yours,

Joseph L. Driskill

JLD/SS/jl

Attachment

Pay Range	CURRENT CLASSIFICATIONS	NEW CLASSIFICATIONS	Pay Range
31 30 29	E. S. Manager V Chief of Programs, E. S. Job Training Program Manager	Workforce Development Manager	30
28 26	E. S. Manager IV E. S. Manager III	Workforce Development Supervisor IV	28
27 27 25	E. S. Supervisor IV (Program Administrator) Employment Counseling Supervisor Job Training Program Specialist II	Workforce Development Specialist IV	27
24 24	E. S. Manager II E. S. Supervisor III (Line Supervisor)	Workforce Development Supervisor III	24
24 22 21	E. S. Supervisor III (Program Administrator) Job Training Program Specialist I E. S. Representative III	Workforce Development Specialist III	23
22 21	E. S. Manager I E. S. Supervisor II (Line Supervisor)	Workforce Development Supervisor II	21
21 20 19 19	E. S. Supervisor II (Program Administration) Employment Counselor II E. S. Representative II E. S. Supervisor I (Program Administrator)	Workforce Development Specialist II	20
19	E. S. Supervisor I (Line Supervisor)	Workforce Development Supervisor I	19
16 17 17 16 16	E. S. Technician E. S. Representative I Employment Counselor I Disabled Veterans Representative Veterans Employment Representative	Workforce Development Specialist I	17
14	E. S. Deputy	Workforce Development Deputy	14

Note: There are a number of positions that are currently allocated to a common classification, such as Clerk Typist, Account Clerk, and Research Analyst, that will be transferred to the Division of Workforce Development. These employees will be transitioned to Department of Economic Development or the Division of Workforce Development in the same classification.